

APPLICATION FOR ENDORSEMENT *OR* ENDORSEMENT PLAN (SAEP) IC³/Computer Technology Endorsement

This endorsement only attaches to Secondary Licenses, CTE Licenses or CTE/APP Licenses
Documentation must be attached to verify applicable course work and requirements

Last Name	First Name	Middle Name	Date	SS # or CACTUS ID #
Home Address			City	State Zip
Email Address			Work Phone ()	
			Home Phone ()	
Current Teaching/License Status				
<input type="checkbox"/> Not Teaching OR Teaching at: (School)_____ (District)_____				
Educator License(s) held: <input type="checkbox"/> Secondary Education <input type="checkbox"/> Career & Technical (CTE) <input type="checkbox"/> CTE/APP				
Must have one of the following endorsements: <input type="checkbox"/> Any Information Technology (except Introduction to Information Technology)				
<input type="checkbox"/> Technology & Engineering <input type="checkbox"/> Drafting/CAD <input type="checkbox"/> Commercial Photography <input type="checkbox"/> Commercial Art <input type="checkbox"/> Graphics/Printing				
Check only one	<input type="checkbox"/> I am requesting the IC ³ /Computer Technology endorsement. All course work and requirements have been completed and the appropriate documentation is attached.			
	<input type="checkbox"/> I am submitting a plan for the IC ³ /Computer endorsement. Course work and requirements will be completed within the timeframe identified in the plan.			

OR

This endorsement authorizes the instructor to teach the following approved business course:
Computer Technology

Course Work

Required	Demonstrated keyboarding competency (35 wpm with touch technique)	Words per Minute	Date Demonstrated
	Verification of passing scores on all three sections of the Certiport IC ³ exam (minimum requirement for SAEP)	Attach score sheets or certificates	Date Completed
	USOE-sponsored Computer Technology Methods workshop	Date to be Completed	Date Completed
	Computer Technology portfolio of samples and learning activities (completed at Computer Technology Methods workshop)	Date to be Completed	Date Completed

Signature of Applicant	Date
X	
Submit completed application and official transcripts or other documentation to: Stephanie Ferris, USOE Educator Licensing, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200, Phone: (801) 538-7752	
\$35.00 Endorsement Fee or \$30.00 SEAP fee must be included with this application	

----- **Information below to be completed by USOE personnel** -----

Endorsement Recommended	IC ³ /Computer Technology	SAEP Approved for one year	
		CTE Specialist Signature	Date
		Endorsement Awarded	
		CTE Specialist Signature	Date